

**Massachusetts Board of Registration in Embalming and Funeral Directing  
Public Session Minutes  
Meeting of 2/14/17**

Held at  
1000 Washington Street, Boston, MA, 02118  
At 11:00 a.m.  
Room 1D

**Board Members Present:**

Patrick Driscoll  
Thomas O'Donnell  
Paul Phaneuf  
Peter Stefan

**Staff Members Present:**

Michael Hawley, Executive Director  
Charles Kilb, Board Counsel  
Robert Williams, Investigator

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**Call to Order**

Mr. O'Donnell called the meeting to order at 11:00 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

**Review of Minutes**

The Board reviewed the minutes of the meeting held on January 10<sup>th</sup>, 2017.

Mr. Stefan moved, seconded by Mr. Phaneuf, to accept the minutes of the meeting held on January 10<sup>th</sup>, 2017.

**Motion passed unanimously.**

**Review and Possibly Amend the National Conference Examination Requirement for Prospective Registrants**

The Board continued its discussion of the National Conference examination and possibly amending the exam requirement for prospective registrants. The members noted that on today's agenda was a plan to review the Massachusetts examination, which would reveal overlap, however, due to a later start of the Board meeting, the Board may not be able to reach that discussion today. Members

discussed various options, including allowing candidates to choose to take either the state practical or national examination. Legal Counsel noted that such an option may not be administratively practical, and that the Board should first consider one or another. The Board and its members received a letter in support of the National Examination by the Massachusetts Funeral Directors Association. However, the Board members indicated they still had serious questions about the National Examination, including how it is governed, the role the Board may have in its policies, such as a three month waiting period for those who fail the examination, the content of the examination, and concern regarding a public dispute involving the examination and the American Academy McAllister Institute of Funeral Service in which there was concern that the examination had been compromised.

For the next meeting, the members agreed by unanimous consent to come up with a list of questions to the National Conference, who create and administer the National Examination. No formal action was taken at this time.

#### **Policy Governing Board Continuing Education Approval**

Legal Counsel indicated that this was a standing agenda item in case Board members wanted to refine the requirements applicable to applications for approval of continuing education courses. No action taken.

#### **Report from Executive Director Michael Hawley**

Executive Director Hawley noted that Shara Benedetti, the Associate Executive Director, has transferred to the Office of Prosecutions. By unanimous consent, the Board agreed to place in the minutes a note of recognition and thanks for the hard work and service given by Ms. Benedetti during her tenure with the Board. Executive Director Hawley also provided the Board members with a draft list of expired Type 3 registrants, he will be working with members and staff to refine this list in order to forward it to the local boards of health.

#### **Report from Legal Counsel, Charles Kilb**

Mr. Kilb indicated to the Board that the new regulations are in effect and handed out a copy to the Board members, the regulations are now posted on the Board's website. He also provided the Board with a draft document entitled "frequently asked questions" for Board consideration. He requested the members take this document home, review it independently, and it would be an agenda item at the next meeting. The document was not utilized or relied upon at the February meeting, so counsel indicated members should consider it confidential at this time.

Members requested counsel address a possible "right of disposition" statute or regulation change at the next meeting to address issues that arise with unclaimed decedents. Counsel indicated he would review the matter.

## **Report from Christopher Carroll, Chief Investigator**

Mr. Carroll was unable to attend the meeting, so no formal action was taken

### **Continuing Education Provider Applications:**

The Board reviewed the following applications:

#### **Batesville**

- 4F-Casket Product Knowledge
- How to Handle Phone Information Seekers
- How to Handle Phone Information Seekers-Workshop
- How to Simplify the Casket Selection Experience
- Introduction to Setting a Newsstand: The Cremation Arrangement
- Setting a New Standard: The Cremation Arrangement
- Working on your Business: Managing Collections and Cash Flow
- Plant Tours and Product Knowledge

#### **MKJ Marketing**

- Unlocking the Insights: Cremation Receptions & Digital Marketing- Park City, UT
- Unlocking the Insights: Cremation Receptions & Digital Marketing- Boca Raton, FL

#### **NFDA**

- NFDA Cremation Retreat 2017
- NFDA Meet the Mentors Program 2017
- NFDA Arranger Training-Columbus , OH
- NFDA Cremation Certification Program-Newton, MA
- Establishing your Credibility as a new Funeral Director
- Playing with a Full Deck: How to Have the Talk of a Lifetime
- Cremation Certification Program-Detroit, MI
- Cremation Certification Program-Minneapolis, MN

#### **Selected Independent Funeral Homes**

- 2017 Spring Management Summit

#### **The Conference**

- 113th Annual Meeting

#### **APFSP**

#### **The Dodge Technical Seminar-2017-Las Vegas**

- Tissue Recovery & Allograft Usage

- Donor Case Embalming with Focus on restoration of Long Bone and skin Donation Cases-Part 1
- Almost Anything Is Possible: Recreation of Physical Features For Identification
- The Embalmer's Paperwork
- Embalming Tricks & Treats, To Include Airbrushing Tips and Other Helpful Hints
- Donor Case Embalming with Focus on restoration of Long Bone and Skin Donation Cases-Part 2
- Difficult Cases...Overcoming the Obstacles
- Jaundice: More than Just Color

A motion was made by Mr. Stefan, seconded by Mr. Driscoll, to accept the continuing education courses are presented.

**Motion passed unanimously.**

At 12:15 p.m. Mr. O'Donnell announced that the Board would adjourn for lunch. He stated that the Board would return at approximately 1:00 p.m.

### **Lunch Break**

At 1:10 p.m. the public session resumed.

### **Application Review:**

#### **Initial Type-6 applicants - Review and vote on applications**

The Board met with the following initial Type-6 applicants:

- Christine Graham
- Thomas Grasso
- Timothy Hassett
- Hannah Praiano

Mr. Phaneuf moved to accept the above applicants, seconded by Mr. Stefan.

**Motion passed unanimously.**

Type-6 applicants Alexzandria Norris and Leon Small did not appear at the meeting. Their applications will be considered at a future Board meeting.

#### **Downgrade Type-6 applicants - Review and vote on applications**

The Board met with the following downgrade Type-6 applicants:

- John Ferrari
- John Blute
- Neil O'Connor

Mr. Driscoll moved to accept the above applicants, seconded by Mr. Stefan.

By unanimous consent, the Board included Kevin Morris in the above approval, though he did not appear, his sponsor did. Type-6 applicant George Doherty, III did not appear at the meeting. His application will be considered at a future Board meeting.

### **Apprentices – Review and vote on applications**

The Board met with the following Funeral Apprentice applicants:

- Dwight Fiske
- Shawn Joyce
- Samantha Muzzi
- William Saunders, Jr.
- Francis Shaufenbil
- Tayla Ward

Mr. Driscoll moved to accept the above applicants, seconded by Mr. Phaneuf.  
**Motion passed unanimously.**

Jessica Vazza did not appear at the meeting. Her application will be considered at a future Board meeting.

### **Funeral Assistants, First Time - Review and vote on applications**

The Board met with the following Funeral Assistant applicants:

- Caitlyn Landry
- William Shaufenbil
- Timothy Shea

Mr. Stefan moved to accept the above applicants, seconded by Mr. Phaneuf.  
**Motion passed unanimously.**

Ronald Goodrow and Christopher Iennaco did not appear at the meeting. Their applications will be considered at a future Board meeting.

### **Funeral Assistants (Transition from Apprentice)- Review and vote on applications**

The Board met with the following Funeral Assistant applicants:

- Sherman Bastow, Jr.
- Jeffrey Beauregard

Mr. Stefan moved to accept the above applicants, seconded by Mr. Phaneuf.  
**Motion passed unanimously.**

Shelly Lake and Tammy Nelson were not present at the meeting. Their applications will be considered at a future Board meeting.

#### **Funeral Establishment Certificate Application**

The Board met with Paul A. Hardy, Jr., seeking an establishment certificate for the Blake Memorial Funeral Home located at 24 Worthen Street, Chelmsford. All application materials were in order except that the establishment did not yet meet all of the accessibility requirements of 521 CMR. Mr. Hardy indicated all work should be complete by June 1, 2017.

Mr. Stefan moved to grant Blake Memorial Funeral Home an establishment certificate subject to the requirement that a conditional licensure agreement is executed in which all work is complete by June 1, 2017, seconded by Mr. Phaneuf.  
**Motion passed unanimously.**

#### **Investigative Conference: Closed session pursuant to M.G.L. c. 112, § 65C**

At 2:45 p.m., Mr. Phaneuf moved to suspend the open meeting and enter into investigative conference closed session pursuant to M.G.L. c. 112, § 65C, seconded by Mr. Stefan. **The motion passed unanimously.**

Upon returning to open session, the Board reported the following:

EM-17-0979: By a motion by Mr. Phaneuf, seconded by Mr. Driscoll, the Board forwarded this matter to the Office of Prosecutions to conduct a formal adjudicatory proceeding.

**Motion passed unanimously.**

#### **Executive Session [Closed Session pursuant to M.G.L. c. 30A, §21; M.G.L. c. 4, §7 (Twenty-sixth)(l); and M.G.L. c. 66A, §§1 to 3]**

This agenda item was for the purpose of reviewing the Board's Practical Examination. However, due to the meeting running later than anticipated, the Board members agreed by unanimous consent to table this agenda item until the next meeting.

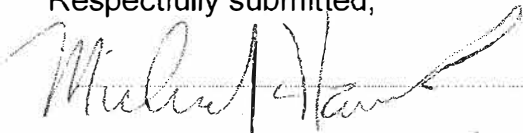
#### **Adjournment**

At 3:25 p.m. Mr. Stefan moved, seconded by Mr. Driscoll to adjourn the meeting.  
**Motion passed unanimously.**

**List of Documents used at the meeting:**

1. Agenda
2. Minutes from meeting held on January 10<sup>th</sup>, 2017
3. Applications for personal registration
4. Establishment certificate application
5. Continuing education provider applications
6. Correspondence from Massachusetts Funeral Directors Association regarding National Exam

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Michael Hawley", written over a horizontal dotted line.

Michael Hawley  
Executive Director